CX3641 MFP

OKI PRINTING SOLUTIONS

Basic User's Guide

59308401

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DOCUMENT INFORMATION

CX3641MFP Basic User's Guide

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CAUTION!

This product complies with EN55022 Class B. However, when fitted with the optional scanner and/or finisher, compliance to EN55022 is Class A. In a domestic environment this configuration may cause radio interference, in which case the user may be required to take adequate measures.

EMERGENCY FIRST AID

Take care with toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

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NOTES, CAUTIONS AND WARNINGS

NOTE
A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine Oki Printing Solutions toner cartridges. These can be identified by the Oki Printing Solutions trademark. Any other toner cartridge may not operate at all, even if it is described as "compatible", and if it does work, your product's performance and print quality may be degraded.

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ABOUT THIS GUIDE

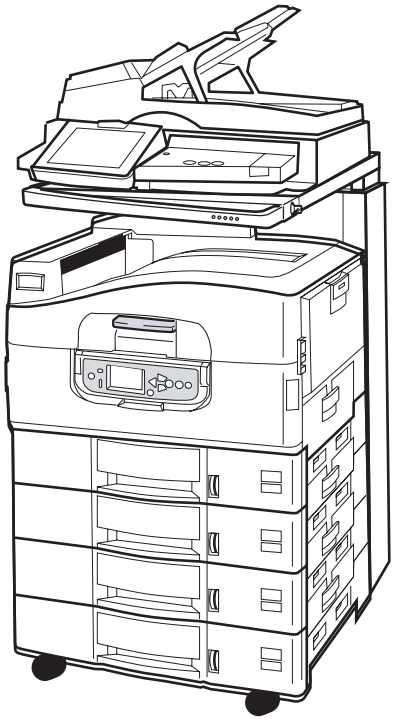
The purpose of this guide is to provide you with a general appreciation of the capabilities and advantages of the system and a brief introduction to:

- printing
- copying
- scanning
- faxing

INTRODUCTION

Congratulations on choosing The CX3641MFP!

With print, scan, copy and fax functionality all in one, the CX3641MFP delivers everything you would expect from a multi-functional product (MFP). But it also exceeds conventional expectations: it prints and copies at extreme speeds; offers superb print quality; provides a host of highly advanced features; is remarkably easy to use; brings all this together in one reliable, hard-working system that you can confidently place at the heart of all your communication needs and offers better value for money than any other high volume MFP around.



This product is equipped as standard with the following:

- a printer hard disk to hold the powerful EFI imaging software and deal with other features such as spooling and collation of output
- a printer duplex unit to allow you to print on both sides of a page
- a networking capability to allow the printer to be networked and shared by many users
- a three-tray high capacity feeder (HCF) unit which augments the standard printer paper tray by three additional 530-sheet paper trays for high volume printing operations
- full MFP functionality of printing, scanning, copying and faxing

FEATURES SUMMARY

Major features of your product include:

- single-pass Digital LED Technology delivers high speed and superb reliability
- Multilevel technology and true 1200 x 1200 dpi resolution
- EFI Fiery technology to ensure high print quality and provide document management capability
- 1GB RAM to support complex printing
- automatic color balance for consistent high quality color printing
- automatic media detect to ensure printer internal settings are optimal for printing and avoiding potential paper jams
- media flexibility - wide range of paper sizes and weights from internal trays and multi-purpose tray
- 36ppm color and 40ppm mono print speed
- 230 sheet multi-purpose input tray
- 2120 sheet paper input
- 500 sheets face down and 200 sheets face up paper output
- prints paper weights up to 307 gsm
- easy to use graphical display control panel
- multi-tasking to allow scanning one job while printing another to ensure greater productivity
- comprehensive access control by password and panel lock
- 100 sheet Letter/A4 (50 sheet Tabloid/A3) automatic document feeder (ADF) for scanner unit
- 30ppm color and 36ppm mono scan and copy speed
- easy to use color 21cm touch screen on scanner unit
- scan to e-mail, scan to FTP, scan to mailbox
- interactive scanning using SendMe™

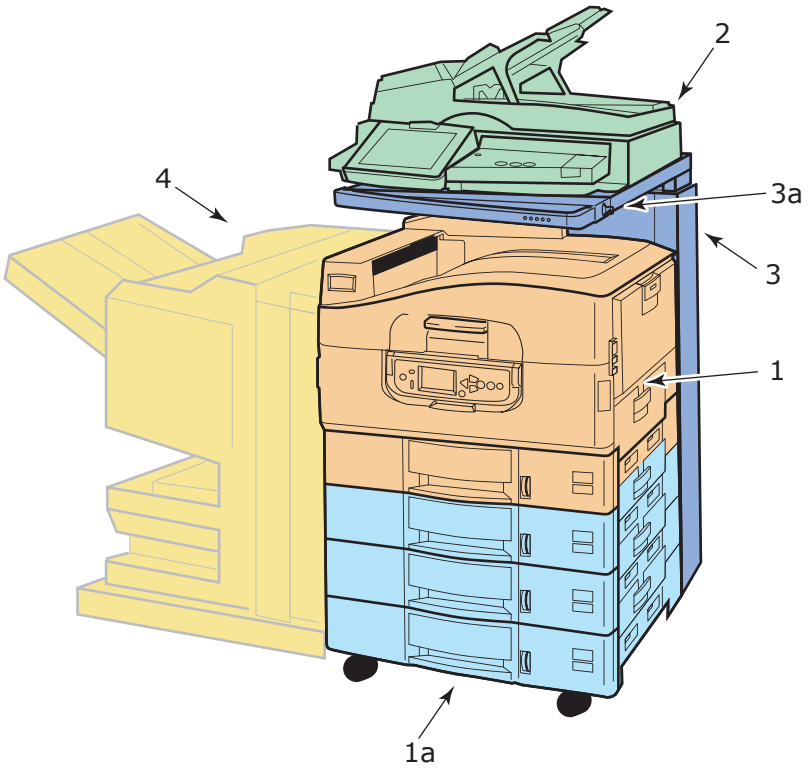
OPTIONAL ACCESSORIES

Refer to "Optional accessories" on page 45.

GETTING TO KNOW YOUR PRODUCT

IDENTIFYING SYSTEM UNITS

The major system units are identified below:



1. Printer unit with standard input paper tray (Tray 1) (topmost) and additional three-tray HCF (**1a**) giving four trays total.

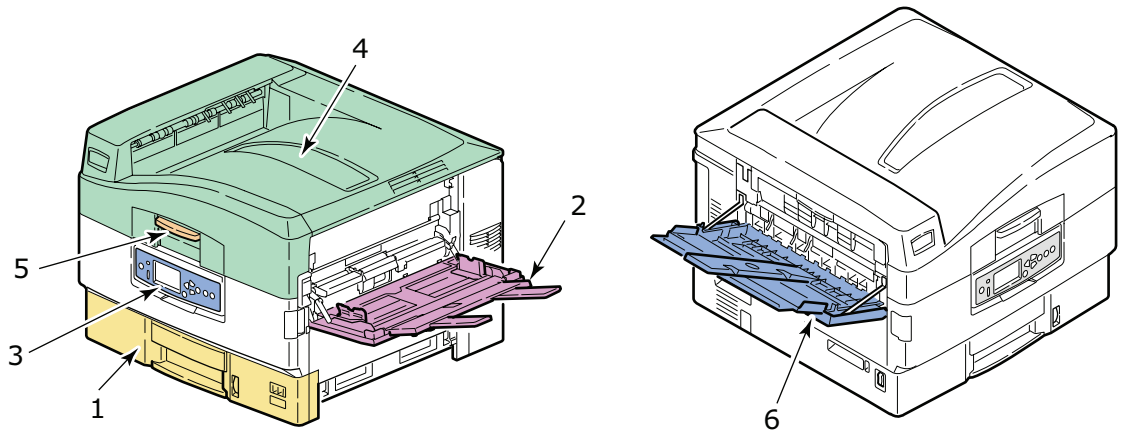
2. Scanner unit complete with automatic document feeder (ADF) provides single page flat bed (document glass) scanning or multi-page duplex document scanning from the ADF.

3. Scanner stand to support the scanner unit used normally in the lowered position but able to be raised to allow access to the inside of the printer. Raising and lowering of the scanner unit is by means of the scanner unit handle (**3a**).

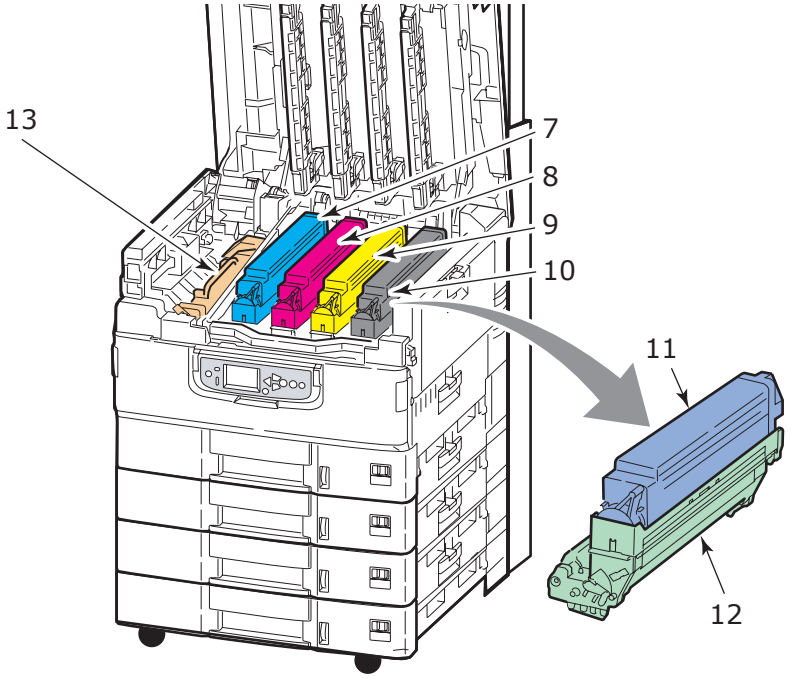
4. Finisher unit (optional accessory) provides punching and stapling of the output.

IDENTIFYING MAJOR COMPONENTS

PRINTER UNIT



1. Tray 1 (paper tray) supplied with the printer to hold the paper (530 sheets maximum) to be printed.
2. MP Tray (multi-purpose tray) to accommodate the input of a wide range of types and sizes of media e.g. custom sizes, banner paper, envelopes, labels, transparencies.
3. Control panel to provide local control of the printer unit, indicate remaining toner life and display troubleshooting information.
4. Top cover which serves as the face-down stacker to accommodate up to 500 printed sheets (printed face down) and can also be raised to allow access to the inside of the printer for replacing consumables or clearing internal paper jams.
5. Top cover handle to enable you to unlatch the printer top cover prior to opening it.
6. Face-up stacker to accommodate up to 200 printed sheets (with printed face up).



7. Image drum cartridge and toner cartridge (Cyan).

8. Image drum cartridge and toner cartridge (Magenta).

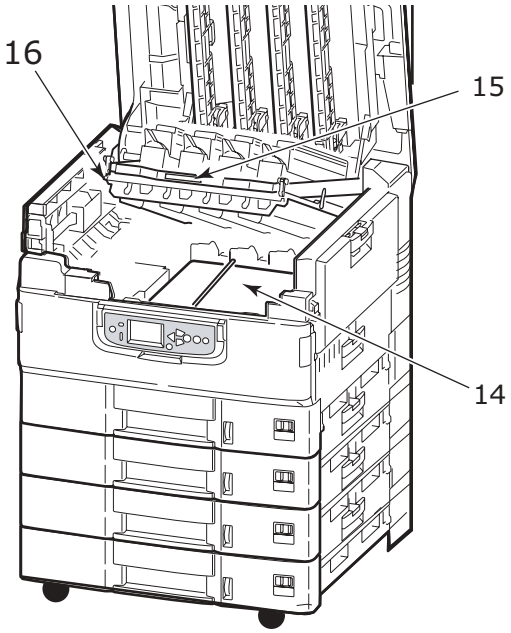
9. Image drum cartridge and toner cartridge (Yellow).

10. Image drum cartridge and toner cartridge (Black).

11. Toner cartridge.

12. Image drum cartridge.

13. Fuser unit to fuse the toner onto the paper to provide the required printed image.

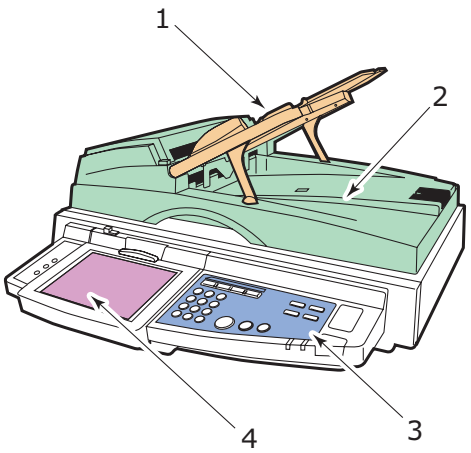


14. Drum basket handle to unlatch and hold the drum basket.

15. Drum basket to enable all four image drums and toner cartridges to be lifted clear to provide access to the belt unit for clearing paper jams, for example.

16. Belt unit to transport the paper under the toner/image drums.

SCANNER UNIT



1. Automatic document feeder (ADF) to hold up to 100 Letter/A4 sheets (or 50 Tabloid/A3 sheets) to be copied or scanned.

2. Document cover can be raised (complete with ADF) to allow access to the flat bed (document glass) for copying or scanning one side (simplex) of a single document.

3. Control panel provides main functionality for copying, scanning and faxing operations.

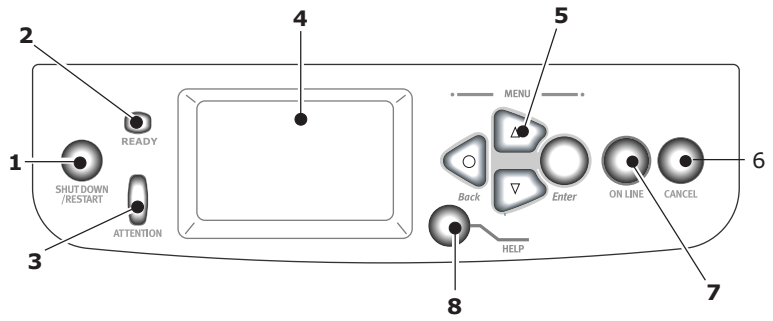
4. Touch screen display enables touch screen input and viewing of status information for copying, scanning and faxing operations.

CONTROL PANELS

The two control panels, one on the scanner unit and one on the printer unit, are complementary to each other and work together as component parts of the overall MFP. Essentially, the printer control panel is associated with control and status of the printing function while the scanner unit control panel is associated with control and status of the copying, scanning and faxing functions.

NOTE
The printer unit control panel can be swivelled to 90° (maximum) upwards from its base position for ease of use.

PRINTER UNIT CONTROL PANEL



1. Shutdown/Restart button

Press and hold down for a soft shutdown. You can then press this button again for a restart or use the **Power** switch to turn off the printer completely.

2. Ready light

On: indicates ready to print

Flashing: indicates processing print data

Off: indicates unable to receive data (offline)

3. Attention light

Off: indicates normal operation

Flashing: indicates error(s) present but printing can continue

On: indicates error(s) present and printing cannot continue

4. Display panel

Displays status and setup information for the printer and user help information in your chosen language.

5. Menu buttons

These four buttons (Enter, up-arrow, down-arrow, back) enable you to set values in a menu system to control printer operation. These settings can be over-ridden by settings you make in application software.

6. Online button

Allows you to switch between online (printer unit ready to receive data) and offline (printer unit not ready to receive data).

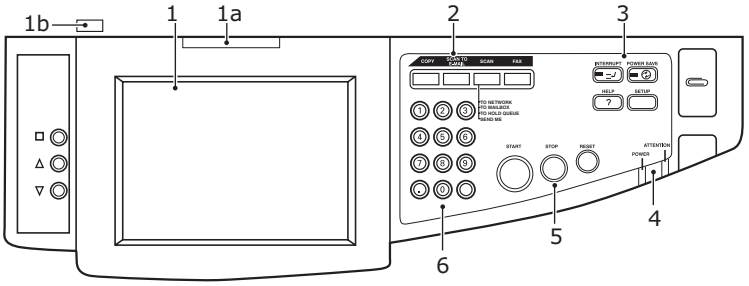
7. Cancel button

Cancels current print job.

8. Help button

Provides additional textual or image data to supplement what is displayed on the display panel.

SCANNER UNIT CONTROL PANEL



1. Touch screen display

Enables you to make selections associated with the copying and scanning functions by touching the screen to press selected buttons. The screen can be tilted up for ease of viewing by pulling on handle (**1a**) and it locks in position. Use the release control (**1b**) to enable downward adjustments.

Be careful not to scratch the display with sharp or pointed objects e.g. a ballpoint pen as this may impair the display.

2. Main function buttons

COPY: Pressing this button selects copy mode on the touch screen. This allows you to control the copying process whereby documents to be copied are scanned in the scanner unit (document glass or ADF) and the copies are automatically printed in the printer unit.

SCAN TO E-MAIL: Pressing this button selects e-mail send mode on the touch screen. This allows you to control the process whereby a document is scanned and the scanned data is sent by e-mail as an attachment.

SCAN: Pressing this button gives access to several send modes on the touch screen. These allow you to select and control the process whereby a document is scanned and the scanned data is sent to one of: an FTP (file transfer protocol) server, a client PC via SMB (server message block), a mailbox, a hold queue. It also allows you to arrange for a document to be scanned from a remote PC or allows you to invoke SendMe^{TM} which enables you to scan a document, edit it and then send it as an attachment by email.

FAX: Pressing this button selects fax send mode on the touch screen. This allows you to control the process whereby a document is scanned and then the scanned data is sent as a fax.

3. Auxiliary function buttons

INTERRUPT: Pressing this button switches the interrupt mode on, its LED being illuminated when interrupt mode is on. If a long print job is in progress and you need to make a copy, use this button to initiate the interrupt mode. It does not stop the print job immediately, instead this job continues until you press the START button to initiate your copy job. Once your copy job is complete the MFP automatically resumes the original print job.

POWER SAVE: Pressing this button switches the scanner unit power save mode on or off, its LED being illuminated when power save mode is on. If the scanner unit has

gone into power save mode as indicated by the touch screen being black and the LED being illuminated, you can return to normal mode by pressing the POWER SAVE button.

SETUP: Pressing this button selects setup mode for address books or reports, for example.

HELP: Pressing this button displays help information on the touch screen.

4. Indicator lights

ATTENTION: Flashes when operator attention is required e.g after a paper jam has occurred.

POWER: Is illuminated to show that the scanner unit is on.

5. STOP/START/RESET buttons

RESET: Pressing this button returns all settings of a selected function to their default values, but does not stop any jobs that are already in progress.

STOP: Pressing this button stops the copying or scanning process.

START: Pressing this button starts the copying or scanning process.

6. Numeric keypad

Use the numeric buttons to enter, for example, number of copies or e-mail address. The decimal point button allows you to enter the point in decimal numbers or in e-mail addresses. Use the clear button to clear all entered text in a selected text box on the touch panel.

TURNING OFF/ON

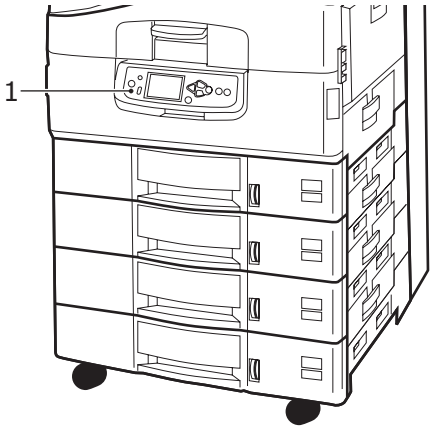
CAUTION!

Do not turn off the scanner unit while scanning is in progress.

TURNING OFF

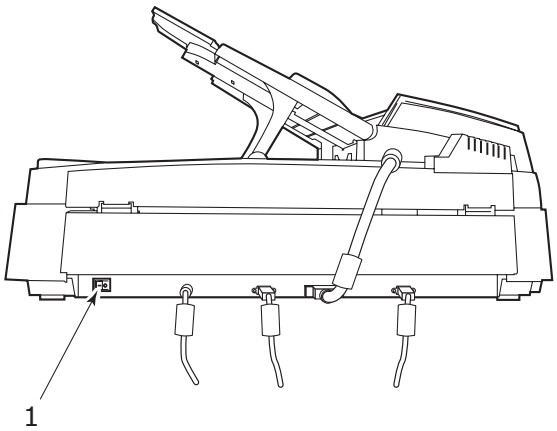
1. Printer unit

Press and hold down the **Shutdown/Restart** button (1) on the control panel to start the shutdown process.

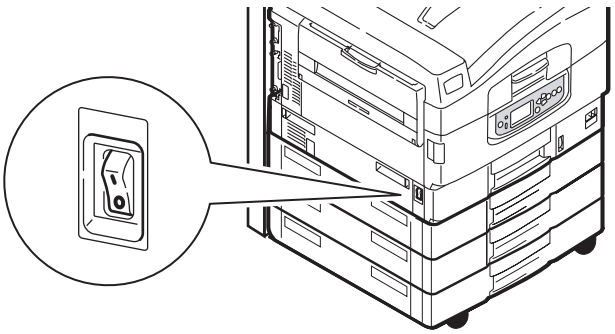


2. Scanner unit

When the scanner unit display shows that shut down has been completed, turn off the scanner unit at the power switch (1).



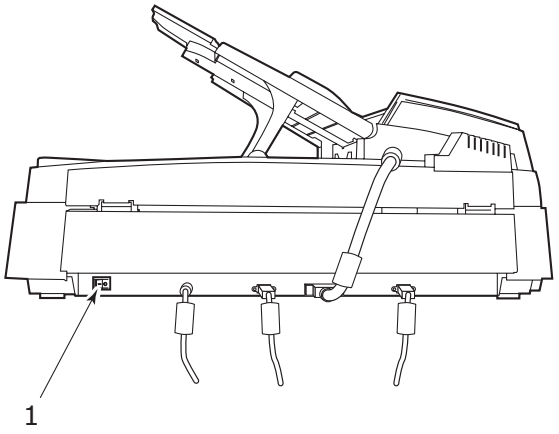
3. Use the On/Off switch to turn off the printer unit. Please wait as this may take a short time.



TURNING ON

1. Scanner unit

Turn on the scanner unit at the power switch (1).



NOTE
*If the display panel shows that you can either turn off or restart the printer, press **Shutdown/Restart** to turn on the printer.*

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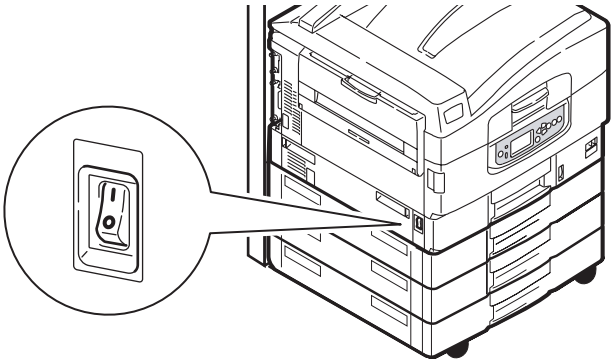
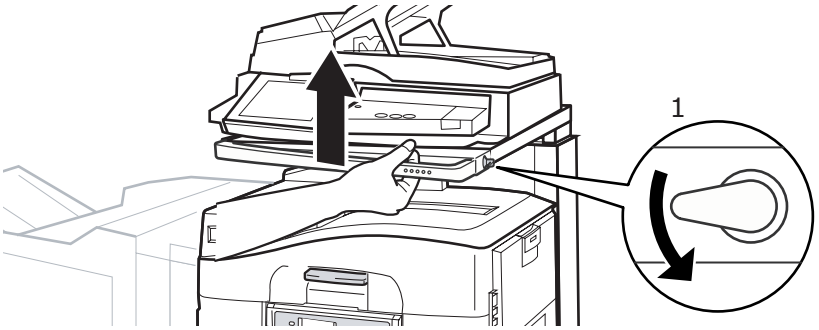
2. If the printer is turned off (no power), use the On/Off switch to turn on the printer. Please wait as this may take a short time.



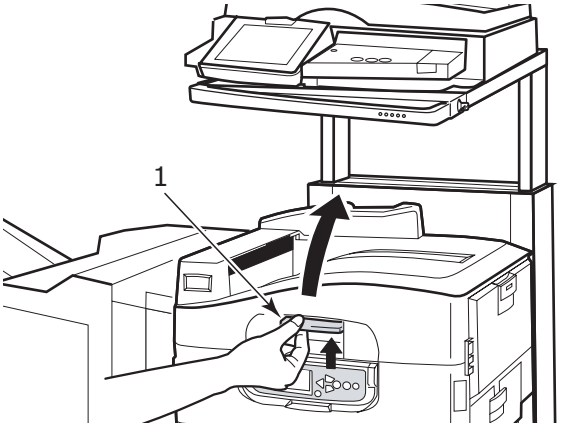
3. Even if you are using your MFP only for printing, please ensure that the scanner unit is turned on.

OPENING AND CLOSING THE PRINTER UNIT TOP COVER

1. Operate the scanner stand lever (1) then raise the scanner to the limit of its travel. Ensure the stand is locked into position.



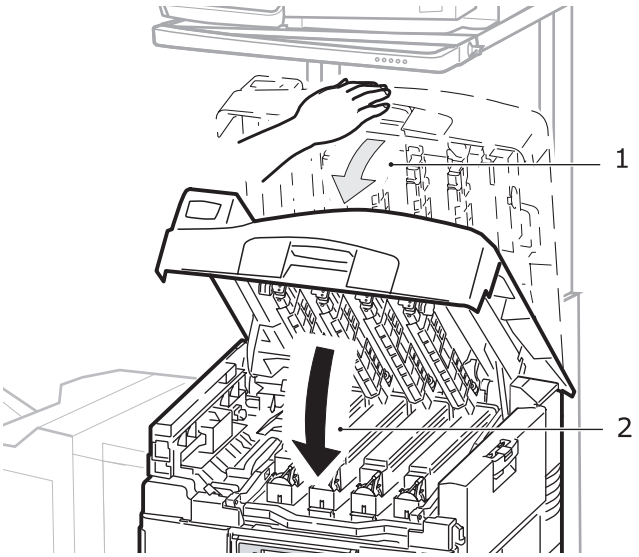
2. To open the top cover, squeeze the top cover handle (1) to release the catch and raise the cover.



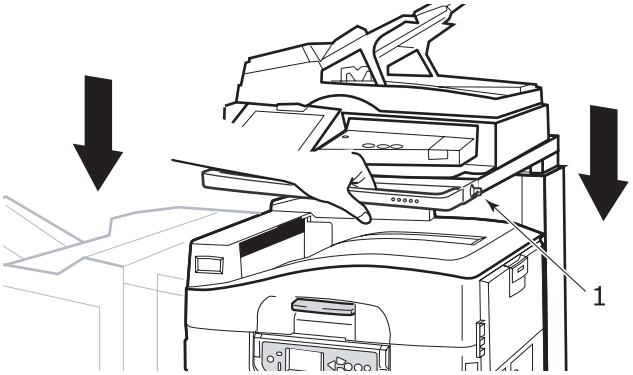
CAUTION!

Open the top cover fully to ensure there is plenty of room and avoid accidental damage to the printer.

3. To close the top cover, push gently (1) until the cover stops midway and then push harder (2) to close the cover completely. Ensure that the cover is securely closed.



4. Operate the scanner stand lever (1) then guide the scanner to its lowest point. Ensure the stand locks into position.



PAPER RECOMMENDATIONS

Your printer unit will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard weight 20-24 lb. (75 – 90g/ m^2) paper designed for use in copiers and laser printers. Suitable types are:

> HammerMill® Laser Print Radiant, White 24 lb US Bond

> Xerox® 4024, 20 lb US Bond

> Oki® Bright White, 32 lb US Bond

Use of heavily embossed or very rough textured paper is not recommended.

Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

Envelopes should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of printer. Window envelopes are not suitable.

Transparencies should be of the type designed for use in copiers and laser printers. In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

Labels should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may damage the printer due to the labels peeling off during the printing process. Suitable types are:

> Avery White Laser Label types 7162, 7664, 7666 (A4), or 5161 (Letter)

PAPER INPUT AND OUTPUT INFORMATION

The following table relates paper parameters to input trays (Tray 1 to Tray 4 (numbering from the top) and MP Tray) and to output areas (Face-down stacker and Face-up stacker).

TYPE	SIZE	WEIGHT	INPUT/ OUTPUT
Plain paper	A3, A3 Nobi, A3 Wide, A4, A5, A6, B4, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive, Tabloid, Tabloid Extra	64 – 216g/m²	Any Tray Any Stacker
		217 – 268g/m²	MP Tray Face-up Stacker
	Custom W: 100 – 328mm L: 148 – 457.2mm	64 – 216g/m²	Any Tray Face-up Stacker
	Custom W: 79.2 – 328mm L: 90 – 457.2mm	64 – 268g/m²	MP Tray Face-up Stacker
	Banner 210 x 900mm 215 x 900mm 215 x 1200mm 297 x 900mm 297 x 1200mm 328 x 900mm 328 x 1200mm	128g/m² recommended	MP Tray Face-up Stacker
	Index card: 76.2 x 127mm	64 – 268g/m²	MP Tray Face-up Stacker
	Ultra Heavy Media: A4, A3, A3 Nobi, A3 Wide	269 – 300g/m²	MP Tray Face-up Stacker
Postcard	–	–	Tray 1 or MP Tray Face-up Stacker
Envelope	120 x 235mm 90 x 205mm 235 x 120mm 235 x 105mm 240 x 332mm 216 x 277mm 119 x 197mm 210 x 297mm	85g/m²	MP Tray Face-up Stacker
	324 x 229mm 229 x 162mm 220 x 110mm 225.4 x 98.4mm 241.3 x 104.8mm 190.5 x 98.4mm	Based on 90g/m² paper	
Labels	A4, Letter, B5	0.1 – 0.2mm	MP Tray Face-up Stacker
Transparencies Glossy paper	A4, Letter	0.1 – 0.11mm	Tray 1 or MP Tray Face-up Stacker

TRAYS AND STACKERS

TRAYS 1 TO 4

Tray 1 is the standard blank paper input tray and can hold up to 530 sheets of 80g/m² paper. Trays 2 to 4 result in a total tray capacity of 2120 sheets of 80g/m² paper.

If you have identical paper stock loaded in another tray (for example Tray 2 or the MP Tray), you can have the printer automatically switch to that other tray when the current tray runs out of paper. This function can be enabled by driver settings when printing from a Windows application or by a menu setting when printing from other applications.

MP TRAY

The multi-purpose tray is used for media sizes additional to those of the standard trays, heavier media weights and special media.

The multi-purpose tray can handle the same sizes as the standard trays but in weights up to 300g/m². For very heavy paper stock use the face-up paper stacker. This ensures that the paper path through the printer is almost straight.

The multi-purpose tray can hold up to 230 sheets of 80g/m² standard paper or 50 sheets of 300g/m².

The multi-purpose tray can feed paper widths as small as 76.2mm and lengths up to 1200mm. For banner printing, recommended sizes are listed on page 22.

Use the multi-purpose tray for printing on envelopes and transparencies. Up to 100 sheets of transparencies or 25 envelopes can be loaded at one time, subject to a maximum stacking depth of 25mm.

Paper or transparencies should be loaded print side up and top edge into the printer. Do not use the duplex (two-sided printing) function for transparencies.

FACE-DOWN STACKER

The face-down stacker on the top of the printer can hold up to 500 sheets of 80g/m² standard paper, and can handle paper stocks from 64 – 216g/m². Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

FACE-UP STACKER

The face-up stacker should be opened and the tray extension pulled out when required for use. (With the face-up stacker either open or closed, the driver setting of Face Down will successfully direct prints to the Face-Down stacker.)

The face-up stacker can hold up to 200 sheets of 80g/m² standard paper and can handle stocks up to 300g/m².

Always use this stacker and the multi-purpose feeder for paper stocks heavier than 216g/m².

DUPLEX UNIT

This unit provides automatic two-sided printing on plain paper fed from Trays 1 – 4 or the MP Tray.

WEIGHT	SIZE	TRAY
64 – 120g/m²	A6, A5, B5, B5LEF, Executive, A4, A4LEF, Letter, LetterLEF, Legal 13 in, Legal 13.5 in, Legal 14 in, B4, Tabloid, Tabloid Extra, A3, A3 Wide, A3 Nobi, Custom size (100 – 328mm wide, 148 – 457.2mm long)	Trays 1 - 4 MP Tray
64 – 188g/m²	A4, A4LEF, Letter, Letter LEF, Tabloid, A3	MP Tray

NOTE
LEF means the paper is fed long edge first.

LOADING TRAY AND STACKER EXAMPLES

Although your machine is designed with problem-free operation in mind, it is important to load the paper correctly to avoid paper jams:

- Always fan the paper then tap the edges of the stack on a flat surface to make it flush before loading.
- Do not leave space between the paper and the guides and rear stopper.
- Do not overfill the paper tray. Capacity depends on the paper type.
- Do not load damaged paper.
- Do not load paper of different sizes or types at the same time.

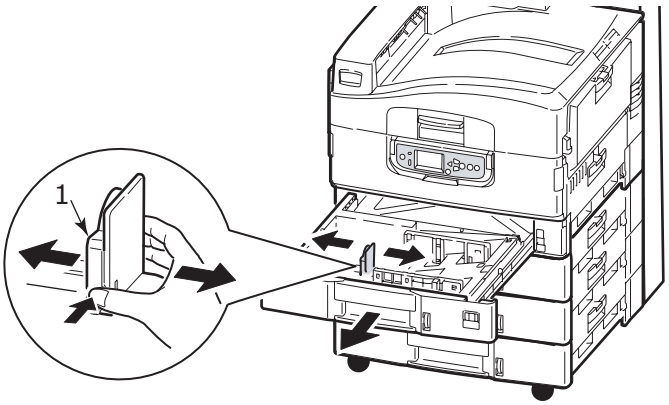
Your machine is equipped with auto-media detect, so all you need to do is load the paper!

PRINTER

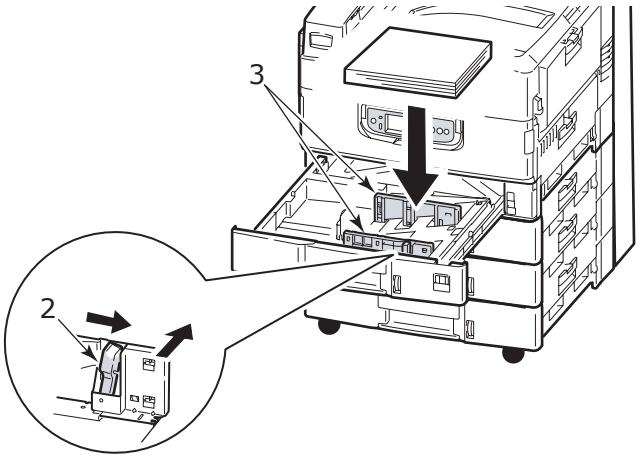
Loading Trays 1 to 4

Tray 1 is used in the following example.

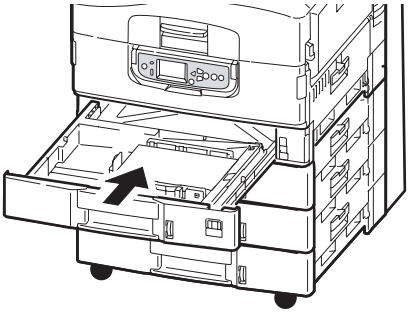
1. Pull out the tray and adjust the paper guides (1) to the required paper size.



2. Load the paper (face down and top edge towards the right for letterhead paper), press the tab (2) on the paper guide and adjust the guides (3) for a snug fit to the paper.

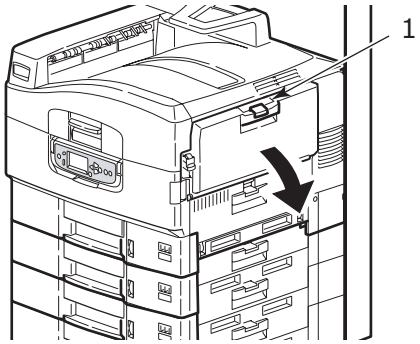


3. Gently push the tray back into the printer.



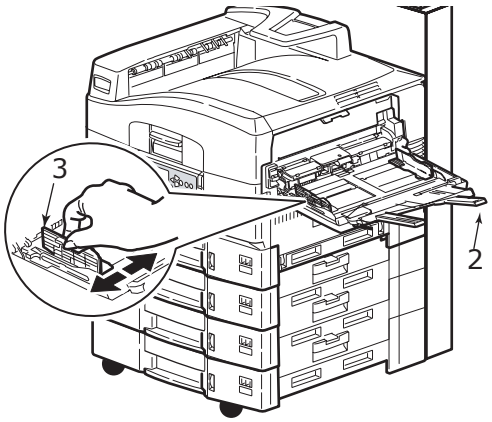
Using the MP Tray

1. Squeeze the handle (1) and open the multi-purpose tray.



2. Fold out the paper support section and swivel out the extension supports (2).

3. Adjust the paper guides (3) to the size of the required paper size.



4. Load the paper.

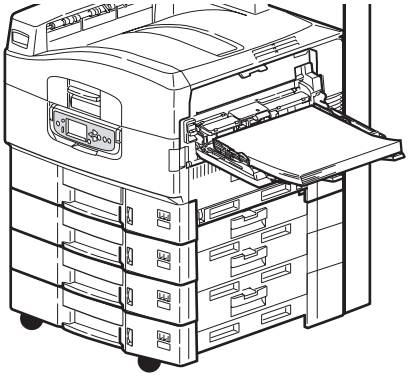
> For single-sided printing on letterhead, load the paper into the multi-purpose tray with pre-printed side up and top edge into the printer unit.

> For two-sided (duplex) printing on letterhead, load the paper with pre-printed side down and top edge away from the printer unit.

> Envelopes should be loaded face-up with long edge into the printer. Do not select duplex printing on envelopes.

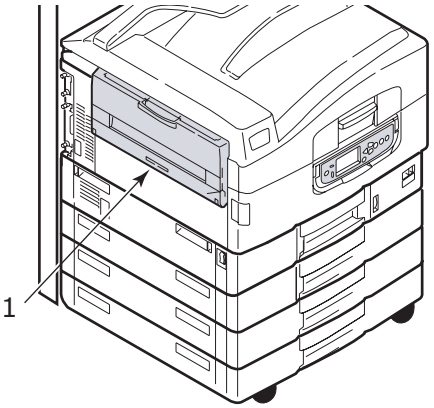
> Do not leave space between the paper and the guides.

> Do not exceed the paper capacity of approximately 230 sheets at 80g/m², 50 sheets at 300g/m², 100 transparencies or 25 envelopes. Maximum stacking depth is 25mm.



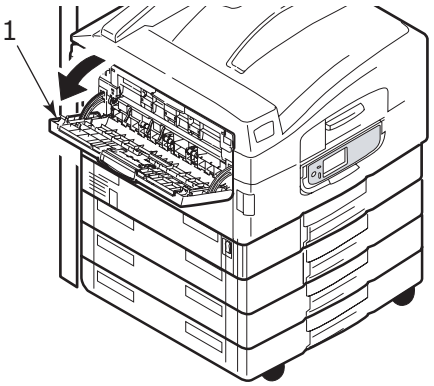
Using the stackers

Face-down stacker: When the face-up stacker (1) on the left side of the printer is closed (its normal position), paper is ejected to the face-down stacker on the top of the printer unit.

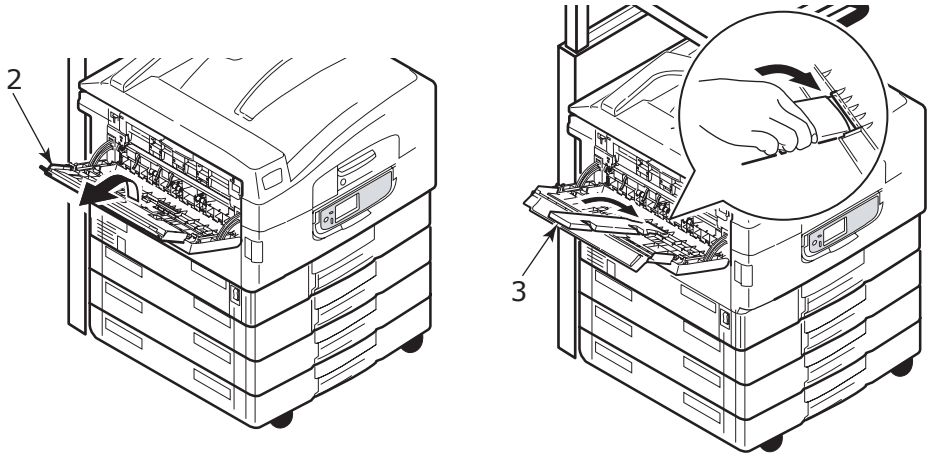


Face-up stacker: The face-up exit path is used for heavy paper (cardstock etc.), envelopes, transparencies, and labels.

1. Open the stacker (1).



2. Fold out the paper support section (2) and swivel out the extension supports (3).



SCANNER UNIT

The ADF can handle up to 50 sheets of A3 paper (or 100 sheets of Letter/A4 paper), of weight 60 – 105g/m².

The glass can handle paper sizes up to A3 and the document cover can be left open to accommodate book thickness.

Use the glass and not the ADF for scanning documents that:

- have a smooth surface e.g. photographic, coated or glossy paper
- are folded, creased, curled or otherwise deformed
- are not rectangular
- have labels attached or have other surface unevenness
- are less then 100mm in width or less than 180mm in length. Such documents may cause feed errors or skew in the ADF.

Loading the ADF

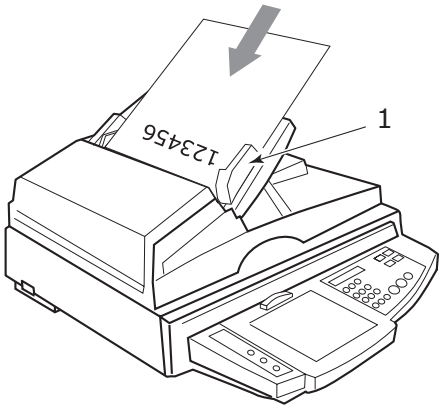
For documents of size Letter/A4, the following orientation is recommended:

- Copy Mode: document face up, top of the document away from the user
- Scan to E-Mail, FTP, Mailbox, Hold Queue, Remote Tool: document face up, top of document to left of user

1. Ensure your document is free of staples and clips and has no ragged edges.

2. If you are loading multiple pages, fan the pages to avoid potential paper jams then tap the edges of the stack on a flat surface to make it flush.

3. With the text face up, introduce the document far enough into the ADF to be able to adjust the paper guide (1) to centre the document in the ADF.



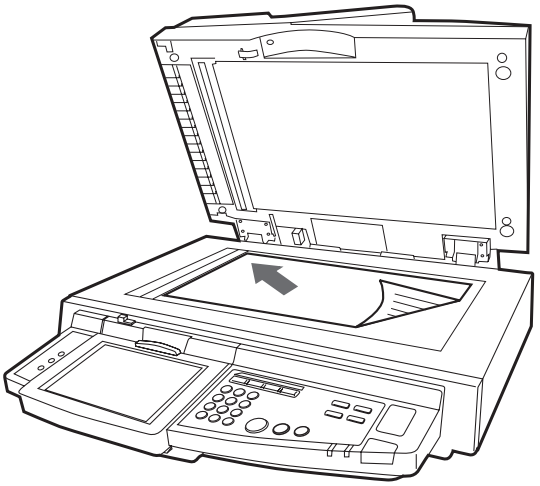
4. Release the document gently into the ADF.

Loading the document glass (flatbed)

For documents of size Letter/A4, the following orientation is recommended:

- Copy Mode: document face down, top of the document toward the user
- Scan to E-Mail, FTP, Mailbox, Hold Queue, Remote Tool: document face down, top of document to left of user

1. Open the document cover and place your document with text face down on the glass, aligning it to the upper left corner of the glass.



2. Close the document cover.

PRINTING

WHAT IS A PRINTER DRIVER?

A printer driver manages printing communication between your application and the printer. It interprets the instructions generated by the application, merges those instructions with printer-specific options you set and then translates all this information into a language that the printer understands. Your printer is controlled by two types of driver - PCL (Printer Control Language) and PS (PostScript language).

PCL AND PS COMPARED

PCL and PS are both essentially languages used by your printer to convert data into a finished print job. Each language has its advantages and disadvantages as outlined below.

PCL

PCL is a widely used printing language that is supported by many different Operating Systems (e.g. Windows). This enables the same printer to work in many different environments. PCL is device dependent, which means that PCL drivers use the printer hardware for creating some of the printed data (usually graphics data like fill areas and fonts). Because the printer completes the creation and processing of page data, your computer processes the print job more quickly and efficiently. However, individual printers may perform these tasks differently, giving you a slightly different output.

ADVANTAGES	DISADVANTAGES
Fast print processing.	The same print job may vary slightly from printer to printer.
Widely supported in many different Operating Systems.	Quality of graphics is dependent on the print device.
	Not supported in most Mac environments

PS

PS is also a common printing language and is used heavily in Mac platforms as well as for graphic applications in other platforms. Unlike PCL, PS is device independent, which means that the Postscript language creates all of the print data and does not rely on the printer for print data. This ensures consistent output, even when printed on more than one type of printer. Graphic objects will be consistent and, in some cases, of higher quality than PCL.

ADVANTAGES	DISADVANTAGES
Graphic objects are often more detailed.	Print processing can be slow.
The same print file should print identically on all print devices.	Not found in as many platforms as PCL.
	Print file and memory requirements are larger.

NOTE
Both PCL and PS drivers are provided for Windows environments while only the PS driver is provided for Mac environments.

Where you have the choice:

> Use the PCL driver for everyday, text-based office documents.

The PCL5c and PCL6 drivers supplied are very similar to each other. PCL6 produces better print quality but it does not allow poster printing or watermark printing whereas PCL5c does.

> Use the PS driver when printing PDF or image-heavy documents and when printing from graphic applications like Illustrator, Photoshop or Quark.

HOW TO ACCESS THE DRIVER SCREENS

How you access the driver screens depends on your computer and its operating system.

The driver screens are dialogue boxes offering a wide range of choices about how you want to print your documents. Within Windows these dialogue boxes are tabbed, within Mac the dialogue boxes use pop-up menus.

There are two ways to access the driver features from within Windows:

1. Directly from the Windows "Printers" folder ("Printers and Faxes" folder in Windows XP).

If you choose this method any changes you make will become the driver defaults. This means they will remain active for all your applications unless you specifically change them from within the application's Print dialogue.

2. From your application's Print dialogue.

If you choose this method any changes you make will usually only last for as long as the particular application is running, or until you change them again. In most cases, once you quit the application the driver defaults will return.

NOTE
*Settings made from the printer's own control panel are the **printer defaults**. They determine how your printer will behave unless you specify otherwise from your computer.*

*The **driver defaults** override the printer defaults.*

***Application Print settings** override both the printer defaults and the driver defaults.*

CHANGING THE DRIVER DEFAULTS

Windows XP/2000

1. Click **Start > Settings > Printers and Faxes** to open the Printers and Faxes window.
2. In the Printers and Faxes window, right-click on the appropriate printer driver icon, and choose **Printing Preferences** from the context menu.

Windows Vista

1. Click **Start > Control Panel > Printers** to open the Printers and Faxes window.
2. In the Printers and Faxes window, right-click on the appropriate printer driver icon, and choose **Printing Preferences** from the context menu.

CHANGING THE APPLICATION'S DRIVER SETTINGS

Windows

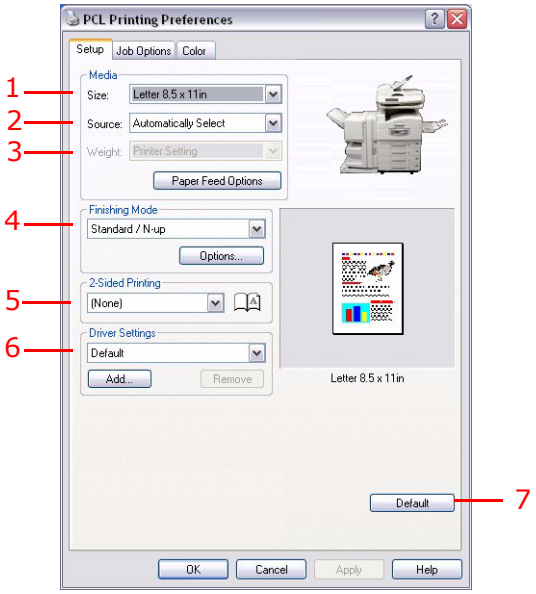
1. In your application, open the file you want to print.
2. On the **File** menu, choose **Print...**.
3. In the application's Print dialogue, make sure the printer shown is the appropriate one, and click **Properties**.

Mac OS X

1. In your application, open the file you want to print.
2. On the **File** menu, choose **Print...**.
3. In the application's **Print** dialogue, make sure the printer shown is the appropriate one, and click **Printer:**.

USING A PCL DRIVER

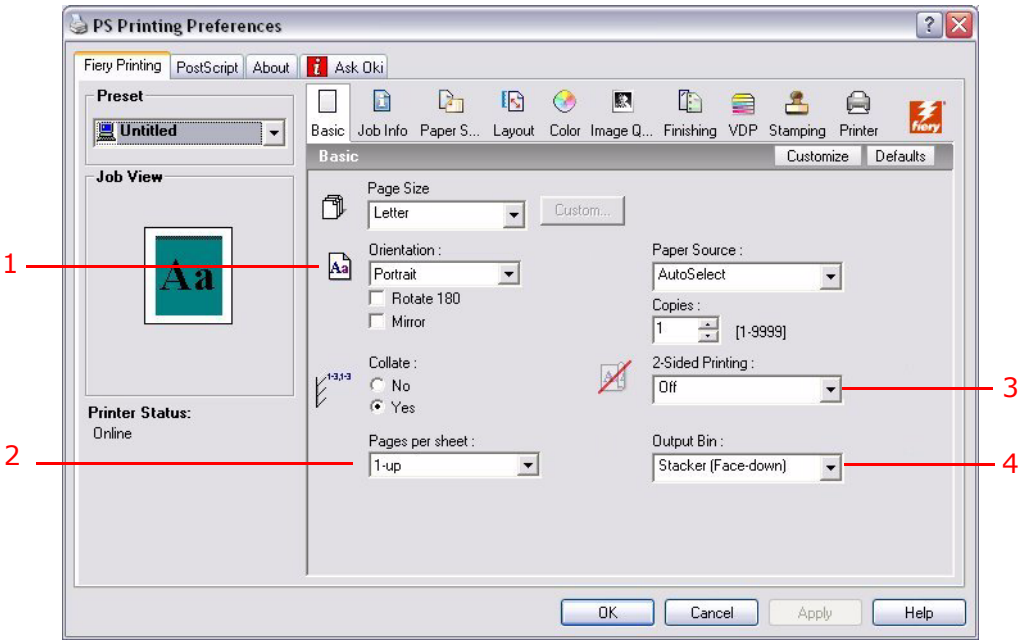
When you click the **Properties** button from your application's Print dialogue, the driver window opens to allow you to specify your printing preferences for this document.



1. Paper size should be the same as the page size of your document (unless you wish to scale the printout to fit another size), and should also be the same as the size of paper you will feed into the MFP.
2. You can choose the source of the paper to feed from the drop-down menu, or you can click on the appropriate part of the screen graphic to select your preferred tray.
3. The setting for paper weight should match the type of paper on which you intend to print.
4. A variety of document finishing options can be selected, such as normal one page per sheet, or N-up (where N can be any number up to 16) for printing scaled down pages at more than one page per sheet. Booklet printing prints two pages per sheet on each side of the paper so that when folded they make up a booklet. Booklet printing requires the duplex unit to be installed in your machine.
5. For two-sided printing, you can choose to flip the page by the long edge or the short edge. Of course, this requires that a duplex unit be installed in your machine.
6. If you have changed some printing preferences before and saved them as a set, you can recall them to avoid having to set them individually each time you need them.
7. A single on-screen button restores the default settings.

USING A PS DRIVER

When you click the **Properties** button (Windows) or **Printer:** button (Mac) from your application's Print dialogue, the driver window opens to allow you to specify your printing preferences for this document.



1. Page orientation sets portrait (tall) or landscape (wide) page orientation. The "rotated" rotates the paper through 90 degrees anti-clockwise.
2. You can specify how many pages to print on a sheet. Pages will be scaled to fit the number you choose. If you choose booklet printing (requires duplex unit) two pages will automatically be set, and pages will be printed with the correct pages opposite one another so that folding the stacked printout produces a booklet.
3. When printing double sided pages (duplex unit required). You can flip the paper either on its long edge or short edge.
4. Pages can be printed in forward or reverse order. If using the face down (top) paper stacker, forward order is usually appropriate to ensure that pages are stacked in numerical order. If using the face up (rear) paper stacker, reverse order would normally stack your pages in numerical order.
5. Advanced options are also available, such as how to download TrueType fonts, and whether advanced options such as booklet printing are available.

The printer driver contains extensive on-line help for these items to help you make the most appropriate choices.

For more in-depth details on the driver features refer to the Fiery Manual Suite.

SETTING THE DRIVER DEVICE OPTIONS

This section explains how to ensure that your printer driver can utilize all of the hardware features installed in your printer.

Accessories such as hard disk, duplex unit (two sided printing), additional paper trays, etc., will only be usable if the printer driver on your computer knows they are there.

In some cases the hardware configuration of your printer is automatically detected when the driver is installed. However, it is advisable to check whether all of the available hardware features are listed in the driver.

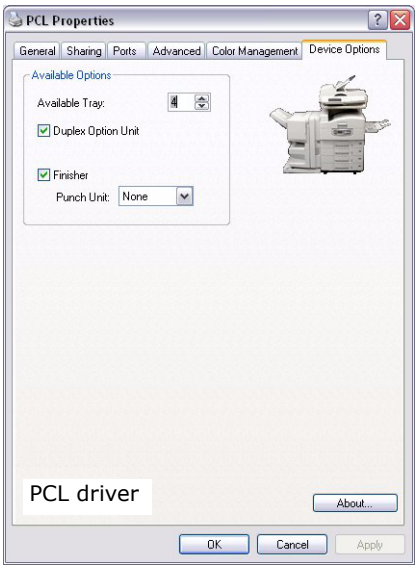
This procedure is essential if you subsequently add extra hardware features to your printer after the drivers have been installed and set up.

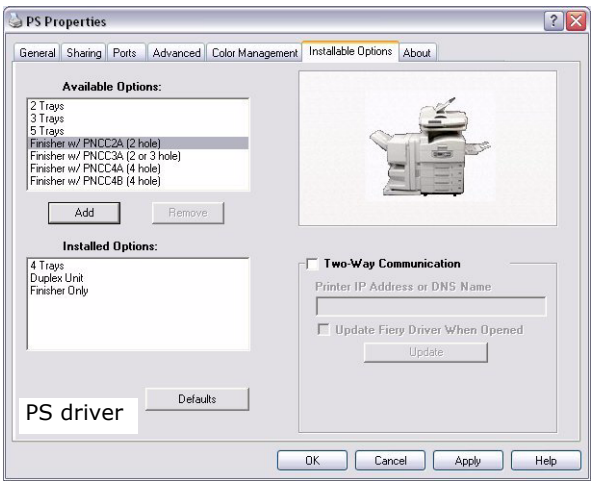
NOTE
Remember that if your printer or MFP is shared between users on different computers, the driver must be adjusted on each user's machine.

To set the driver device options:

WINDOWS

1. Access the driver's Properties window.
2. Select the Device Options (PCL driver) or Installable Options (PS driver) tab.





3. Set the options for any devices you have installed, including the correct number of paper trays, finisher, duplex unit, etc.

   In the PS driver click **Add** to move the option to the **Installed Option** list. This is not necessary in the PCL driver.

4. In the PS driver click **Apply** to apply the changes. This is not necessary in the PCL driver.
5. Click **OK** to close the window and save your changes.

MAC OS X

1. Open the Printer Setup Utility and ensure that your printer model is selected.
2. Choose **Printers > Show Info > Installable Options**.
3. Select all hardware options appropriate to your printer, then click **Apply Changes**.

COPYING

In the copying process, documents to be copied are scanned in the scanner unit (document glass or ADF) and copies are automatically printed in the printer unit.

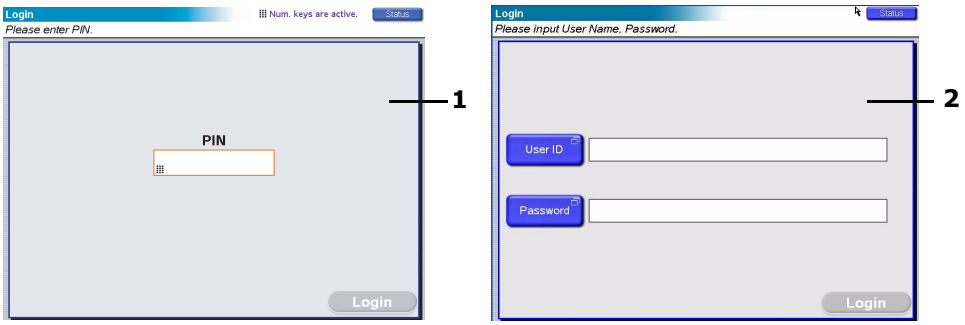
This section describes how to copy single-sided (simplex) or two-sided (duplex) Letter/A4 documents in color or black and white.

OUTLINE OF PROCEDURE

1. Ensure the MFP is in Copy Mode.
2. Load the document(s) to be copied into the scanner unit.
3. Make your selections from the Copy Mode touch screen tab(s).
4. Press the **START** button to produce your copies.

MAKING SIMPLE COPIES

NOTE
*If the Access Control screen (1) is displayed on the touch screen panel, use the numeric keys to enter your PIN and then press the **Login** button to display the default Copy Mode screen.*



*If the LDAP Login screen (2) is displayed on the touch screen panel, press the **User ID** button and use the soft keyboard to enter your user name. Press **OK** to confirm. Press the **Password** button and use the soft keyboard to enter your password. Press **OK** to confirm and then press the **Login** button to display the default Copy Mode screen*

*To log out when you have finished, press the **Logout** button at the bottom left of the Copy Mode screen or any other functional screen.*

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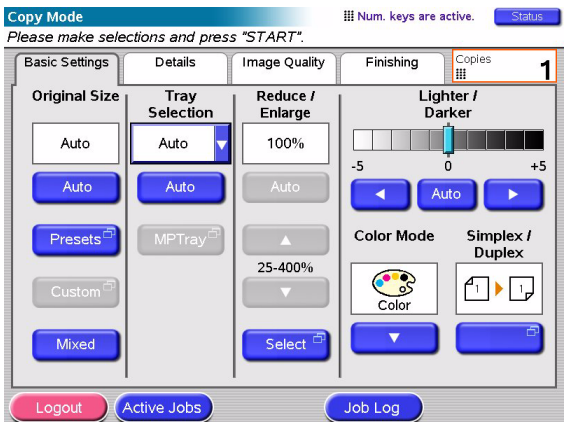
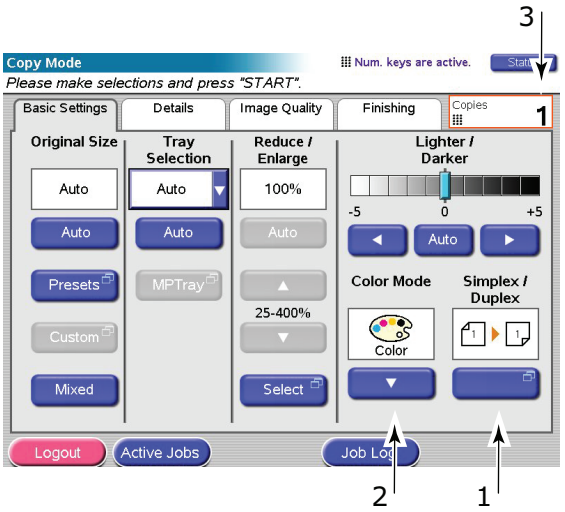
1. Copy Mode is the default function of the MFP. If your MFP is not already in Copy Mode, press the **COPY** button on the scanner unit control panel to show the Copy Mode screen.



2. Use the following table to guide you as to how to load the document(s) to be copied. Refer to loading instructions on page 28 and page 29.

JOB	SIMPLEX/DUPLEX	GLASS/ADF
Single page	Simplex	Glass
	Duplex	ADF
Multi-page document or many documents	Simplex	ADF
	Duplex	ADF

3. At the Copy Mode touch screen:



NOTE
Unless you specifically need to change a setting, leave it at its default value or AUTO.

(a) Press the **Simplex/Duplex** (1) button and select Simplex (1 to 1 side) or Duplex (2 to 2 sides) for single-sided or two-sided copying respectively.

(b) Press the **Color Mode** (2) button and select Color or Black & White as required.

(c) Use the numeric keys adjacent to the touch screen to set the required number of copies (3).

4. Press the **START** button to generate your copies at the printer unit.

INCREASED PAPER SAVING

For increased paper saving, consider as an example printing 2-up (i.e. two Letter/A4 sides reduced onto one Letter/A4 side) and duplex which can reduce four single-sided Letter/A4 sheets to one two-sided Letter/A4 sheet. You can set 2-up in the N-up section on the Copy Mode Details tab. To obtain the desired orientation of sides in the resulting sheet, ensure that you select:

> the correct setting (Top/Top or Top/Bottom) while setting the Simplex/Duplex function

> the correct orientation of paper in the ADF

in accordance with the icons that appear in the Simplex/Duplex and N-up panels respectively.

SCANNING

The scan functions outlined below are accessed via the **SCAN** button or the **SCAN TO E-MAIL** button.

SCAN button:

- FTP Server: An original document is scanned and the data is sent to an FTP server.
- SMB (Server Message Block): An original document is scanned and the data is sent to a client PC.
- Mailbox: An original document is scanned and the data is saved in a mailbox.
- Hold Queue: An original document is scanned and the data is saved in the hold queue.
- Remote Tool: Under remote control, an original document is scanned and the data is sent to a host PC.
- SendMe™ (Interactive Scan): An original document is scanned then the scanned image is edited if required before being sent by email as an attachment.

SCAN TO E-MAIL button:

Scan to e-mail: an original document is scanned and the data is sent by e-mail as an attachment.

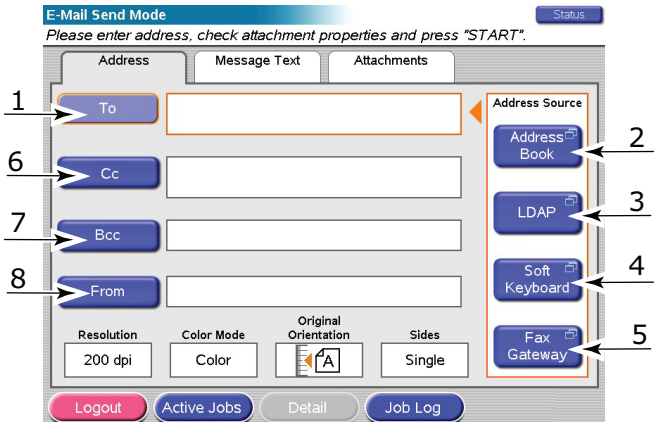
This section describes how to use the scan to e-mail function. For details on how to use the SCAN button refer to the Advanced User's Guide.

OUTLINE OF SCAN TO E-MAIL PROCEDURE

1. Press the **SCAN TO E-MAIL** button.
2. On the **Address** tab (set by default), enter address and sender details.
3. Select the **Message Text** tab and enter your subject and e-mail message.
4. Select the **Attachments** tab and define your attachment properties, using the Advanced Settings features as required.
5. Place your document on the scanner unit and press **START**.

SCANNING TO E-MAIL

1. Press the **SCAN TO E-MAIL** button to display the E-mail Send Mode screen (the Address tab is set by default).



2. Press the **To** (1) button and enter an e-mail address using one of the following buttons:

> **Address Book** (2): select an e-mail address from your list of stored addresses

> **LDAP** (3): enter the user name or mail address to search

> **Soft Keyboard** (4): enter an e-mail address directly using the soft keyboard

> **Fax Gateway** (5): select a fax number from your list of stored gateway addresses

For example, using the Soft Keyboard

(a) Enter an address via the Soft Keyboard.

(b) Press the **Add** (1) button to add this address to the list.

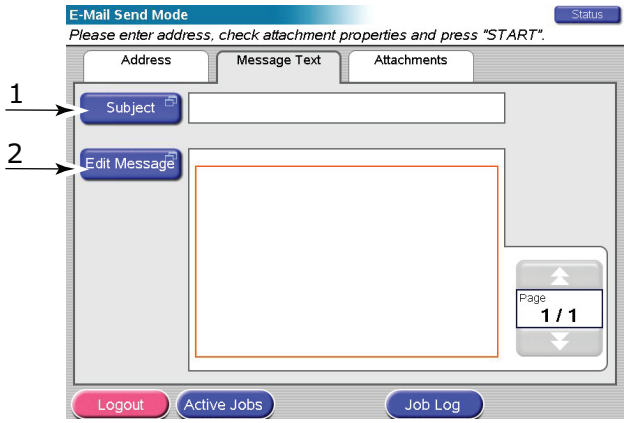
(c) Repeat (a) and (b) as required to create the address list.

(d) Press the **OK** (2) button to place the list of addresses in the **To** destination field.

3. Repeat Step 2 as required with the **cc** (6) and **Bcc** (7) buttons on the **Address** tab.

4. If required, press the **From** (8) button and use either the **Address Book** (2) or **Soft Keyboard** (4) button to enter your sender information then press the **OK** button.

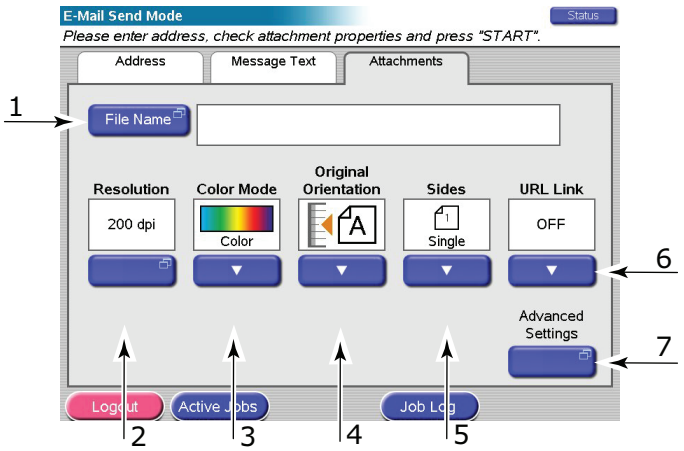
5. Touch the **Message Text** tab.



(a) Press the **Subject** (1) button and enter an e-mail subject heading via the Soft Keyboard then press the **OK** button.

(b) Press the **Edit Message** (2) button and enter your e-mail message via the Soft Keyboard then press the **OK** button.

6. Touch the **Attachments** tab.



(a) Press the **File Name** (1) button and enter a name for your scanned file via the Soft Keyboard then press the **OK** button.

(b) Use the following features as required:

Resolution (2); 150, 200, 300, 400, 600dpi

Color Mode (3); Color, Grayscale, B&W

Original Orientation (4); Portrait, Landscape

Sides (5); Single, Top/Top, Top/Bottom

Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.

URL Link (6); On, Off

Select **Off** to send the scanned image as an attachment. Select **On** to send the scanned image as a URL.

(c) To access more advanced settings, you can press the **Advanced Settings** button (7).

7. Place the document to be scanned on the scanner unit glass or ADF.
8. Press the **START** button.

CONFIRMING E-MAIL TRANSMISSION

You can check the transmission status of e-mails from:

> **Job Log screen:** Press the **Job Log** button to display this screen.

> **E-mail Log Report:** To print this report, press the **SETUP** button on the scanner unit control panel then press the **Report** button followed by the **Print** button associated with E-mail Log.

FAXING

During the faxing process, documents to be faxed are scanned in the scanner unit (document glass or ADF) and copies are automatically sent as a fax transmission.

Walk-up faxing means being able to send a fax from the scanner unit control panel of the MFP. PC faxing means being able to send a fax from your PC provided the optional fax card is installed.

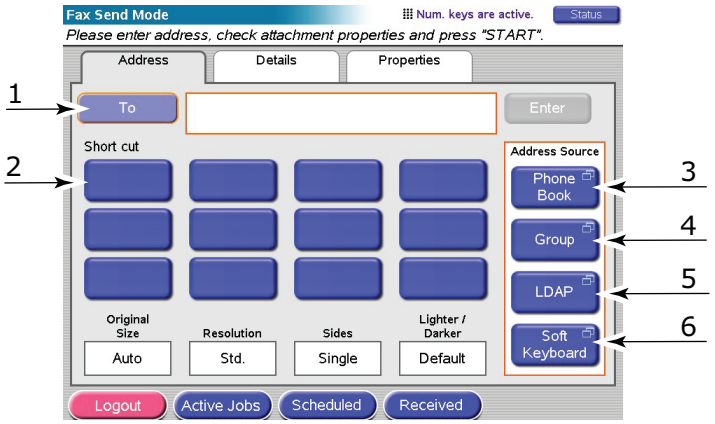
This section describes how to fax single-sided (simplex) or two-sided (duplex) Letter/A4 documents in colour or black and white.

OUTLINE OF WALK-UP FAXING PROCEDURE

1. Press the **FAX** button.
2. On the **Address** tab (set by default), enter the **To** destination address.
3. Select the **Details** tab and enter the **From** (sender) information and cover page details.
4. Select the **Properties** tab and define your attachment properties.
5. Place your document on the scanner unit and press **START**.

SENDING A FAX

1. Press the **FAX** button to display the Fax Send Mode screen (the **Address** tab is set by default).



2. Press the **To** (1) button and enter the destination information using one of the following buttons:

   (a) **Short Cut** (2): press a short cut button to select one of your most frequently used numbers

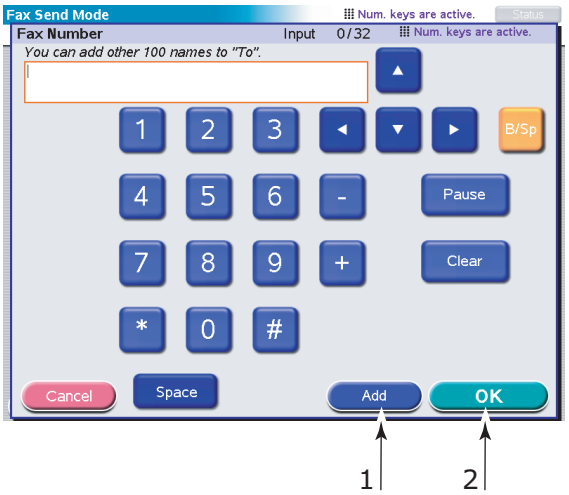
   (b) **Phone Book** (3): select a number from your stored phone book

   (c) **Group** (4): select a group name from your list of stored groups

   (d) **LDAP** (5): search using a user name or fax number

   (e) **Soft Keyboard** (6): enter an address directly from the Soft Keyboard

For example, using the Soft Keyboard



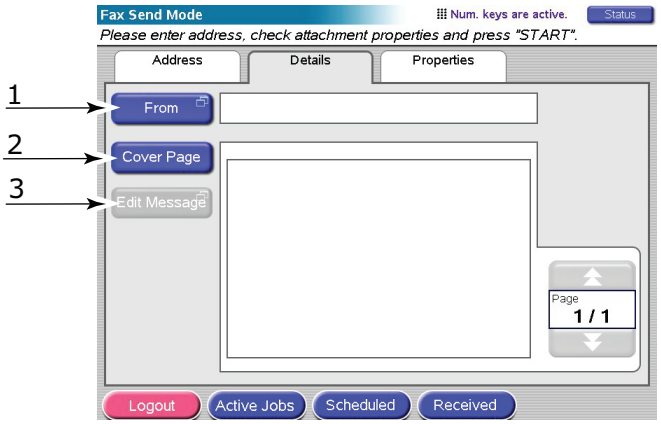
(a) Enter an address via the Soft Keyboard.

(b) Press the **Add** (1) button to add this address to the list.

(c) Repeat (a) and (b) as required to create the address list.

(d) Press the **OK** (2) button to place the list of addresses in the **To** destination field.

3. On the **Details** tab:



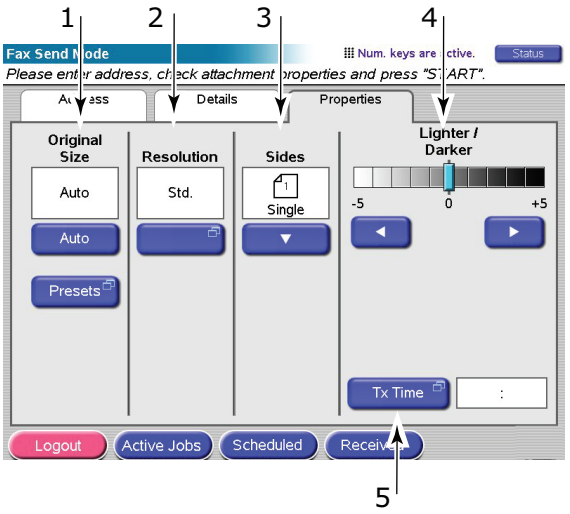
(a) Press the **From** (1) button and enter sender information in the **From** field via the Soft Keyboard.

(b) Press the **OK** button.

(c) Press the **Cover Page** (2) button then press the **Edit Message** (3) button to enter cover page information in the Cover Page field via the Soft Keyboard.

(d) Press the **OK** button.

4. On the **Properties** tab:



Select from the following features as required:

NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Size	Auto, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, A4, A4R	Allows you to select the scanned document size.
2	Resolution	Standard, Fine, Photo	Allows you to specify the scanning resolution for the document. This allows automatic (pre-set) optimization of image quality settings.
3	Sides	Single, TOP / TOP, TOP / BOTTOM	Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.
4	Lighter/ Darker	Lighter / Darker -5 to +5 by 1	Allows you to select the brightness level.
5	Tx Time		Allows you delay sending by entering a specific time to transmit your fax.

5. Place the document to be scanned on the scanner unit glass or ADF.

6. Press the **START** button.

CONFIRMING FAX TRANSMISSION

You can check fax transmission status from:

FAX Log: To print this report, press the **SETUP** button on the scanner unit control panel then press the **Report** button followed by the **Print** button associated with the FAX Log Report.

Optional accessories

Order information

The following table indicates the optional accessories available and corresponding order number.

ITEM	ORDER NUMBER
Finisher, 4-tray	70050701
Analog Fax Board, 33.6 G3	70056601

Installing accessories

Once your new accessory has been installed, you may need to update the Windows printer driver so that the additional features are available to your Windows applications. Refer to "Setting the driver device options" on page 35.

Consumable Items

Order Information

The following table indicates the consumable items available and corresponding order number.

ITEM	ORDER NUMBER
Toner, Yellow	42918985
Toner, Magenta	42918986
Toner, Cyan	42918987
Toner, Black	42918988
Image Drum, Yellow	42918169
Image Drum, Magenta	42918170
Image Drum, Cyan	42918171
Image Drum, Black	42918172
Fuser 120V	57102201
Fuser 230V	57102202
Transfer Belt	57102301
Waste Toner Box	57102401

SPECIFICATIONS

PRINTER UNIT

ITEM	SPECIFICATION
Dimensions	23.6x25x18.5 (599x633x471mm) (WxDxH)
Weight	Without options, 76kg (167.5 lbs.)
Print speeds	36 ppm color; 40 ppm monochrome
Resolution	1200 x 1200 dpi (ProQ 4800 Multilevel Technology)
Emulations	PCL 5c, PCL XL, SIDM, PostScript 3
Memory	1 GB (max.)
Paper input at 80g/m²	Trays 1 – 4: 530 sheets Letter/A4 each MP Tray: 230 sheets Letter/A4
Paper weight	64 – 300g/m²
Paper output at <80g/m²	Face-down stacker: 500 sheets Face-up stacker: 200 sheets
Interfaces	USB 2.0, 10Base-T, 100Base-TX and 1000Base-T
Duty cycle	150,000 pages/month maximum
Toner life	15,000 Letter/A4 pages @ 5% coverage
Image drum life	30,000 Letter/A4 pages
Belt life	100,000 Letter/A4 pages
Fuser life	100,000 Letter/A4 pages
Waste toner container life	30,000 Letter/A4 pages
Power rating	220 – 240V AC, 50 Hz +/- 2%
Power consumption	Operating: <1,500 W maximum, 780 W typical Standby: 600 W maximum, 200 W typical Power save: 34 W
Operating environment	Operating: 10 – 32°/20 – 80%RH Off: 0 – 43°C/10 – 90%RH
Noise level	Operating: 57dBA maximum Standby: 42dBA maximum Power save: 28dBA maximum after 30 mins background level

SCANNER UNIT

ITEM	SPECIFICATION
Dimensions	26x27x14.5 (670x690x370mm) (WxDxH)
Weight	Including ADF: 23.4kg (52 lbs.)
Power source (AC adapter)	Input: 100 – 240V, 47 – 63Hz Output: 24V DC, 4.0A
Power consumption	Operating: 75 W maximum Standby: 48 W maximum Power save: 8.1 W maximum
Operating environment	Operating: 10 – 35°C/10 – 85%RH Storage: -20 – 70°C/10 – 90%RH
Scanning speed (ADF)	36cpm color, 40cpm mono (300x300dpi)
Scanning area (ADF)	30.0cm x 43.2cm maximum (A3)
Scanning area (glass)	29.7cm x 43.2cm maximum
Warm-up time	<20secs (from 20 – 35°C) <30secs (from 10 – 20°C)
Output resolution	600dpi
Bit depth	Input: 48 bits Output: 24 bits
Image processor RAM	384MB
ADF pad life	100,000 scan pages
ADF roller life	200,000 scan pages
ADF type	Duplex ADF
ADF capacity	<=100 sheets (Letter/A4, 80g/m²) <=50 sheets (A3, 80g/m²)
Noise level	Flatbed scanning: <=54dB ADF scanning: <=54dB Standby: <=45dB

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SERVICE AND SUPPORT

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